

Ullapool Village Hall Association Privacy Policy

Our contact details

Name: Ullapool Village Hall Association
Address: 4 Market Street, Ullapool, IV26 2XE
Phone Number: 07562 087145
E-mail: UVHCommittee@gmail.com

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and contact details)

How we get the personal information and why we have it

The personal information we process may be provided to us directly by you for one of the following reasons:

- You complete a booking form in order to hire the hall;
- You make an enquiry via the UVHA website;
- You complete a membership form in order to become a member of UVHA.

We use the information that we have received in order to:

- Record and process your booking, including sending you an invoice;
- Respond to your enquiry;
- Keep membership records.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) we have a legitimate interest.

How we store your personal information

Your information is securely stored in an electronic file sharing system, under an account accessible only by UVHA committee members, staff and Trustees, and in email accounts operated by UVHA committee members, staff and Trustees. Information may be collected initially on paper-based forms, which are then destroyed after the information has been added to the electronic system.

We keep personal information for [5] years after it has last been used. We will then dispose your information by deleting it from the electronic file sharing system and from email accounts.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at UVHCommittee@gmail.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at UVHCommittee@gmail.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>